

IDAHO BOARD OF ACUPUNCTURE
Division of Occupational and Professional Licenses
P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 2/4/2022

THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD

BOARD MEMBERS PRESENT: Gretchen A Huettig - Chair
Kameron Schott
Margret J Blair

BOARD MEMBERS ABSENT: John Downey
Marlene F Strong

DIVISION STAFF: Anne Lawler, Bureau Chief
Kent Absec, Licensing Program Manager
John Price, Investigative Unit Manager
Nicholas Krema, General Counsel
Cesley Metcalfe, Board Support Supervisor
Christian Runnalls, Board Support Specialist
Bonnie Dodson, Board Support Specialist
Debbie Toncray, Licensing Specialist

OTHERS PRESENT: Dr. Cass McLean, Idaho Acupuncture Association
Lance Giles, The Giles Group, LLC

The meeting was called to order at 1:37 PM MST by Gretchen A Huettig.

INTRODUCTIONS

Ms. Lawler introduced herself as the Bureau Chief for the Occupational Licenses Bureau within the Division and as the Executive Officer for the Board; Cesley Metcalfe as the Board Support Supervisor; Christian Runnalls and Bonnie Doson as Board Support Specialists; Debbie Toncray as a Licensing Specialist for the Board; Nicholas Krema as General Counsel; John Price as the Investigative Unit Manager; and Kent Absec as the Licensing Program Manager.

APPROVAL OF MINUTES

Ms. Schott made a motion to approve the minutes of 10/29/2021. It was seconded by Ms. Blair. Motion carried.

DIVISION BUSINESS

LAWS AND RULES

Ms. Lawler presented a legislative update. She explained the purpose of Zero-Based Regulation (ZBR) to the Board and informed the Board that it is scheduled to perform its rule chapter review this year. Ms. Lawler clarified that a Board member can participate in public hearings regarding rulemaking as a stated member of the public and not as a board member.

DIVISION UPDATE

Ms. Lawler summarized the Division's organization charts and the structure of the Division staff. The Division is expected to move into its permanent building by July. A financial update was unavailable due to issues created by the consolidation of multiple financial systems within the Division. Ms. Lawler gave an update on the status of Board member appointments.

BOARD BUSINESS

PUBLIC COMMENT

Dr. Mclean Introduced herself to the Board as a representative of the Idaho Acupuncture Organization and offered to assist with Zero-Based Regulation.

APPLICATION APPROVAL PROCESS

Mr. Absec discussed Board governance versus board operations in relation to documents for Board review. He stated that the goal is to have the Board govern and the Division staff manage the administrative work for licensing. Mr. Absec explained the processes in place for oversight and quality control when approving applications. The Board discussed its current approval processes for applications.

Ms. Schott made a motion to delegate approval of reinstatements and re-licensure applications to Division staff. It was seconded by Ms. Blair. Motion carried.

CONTINUING EDUCATION AUDITS

The Board discussed its current approval process for continuing education audits.

Ms. Schott made a motion to delegate approval of clean continuing education audits to Division staff, and to refer questionable audits to a Board member for approval. It was seconded by Ms. Blair. Motion carried.

BOARD ELECTIONS

Ms. Schott made a motion to elect Ms. Blair as the Board chair. It was seconded by Ms. Huettig. Motion carried.

COMPLAINT MEMORANDUM

Mr. Price gave the investigative report, which is linked above.

EXECUTIVE SESSION

Ms. Schott made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to retain a license or registration. It was seconded by Ms. Blair. The vote was: Ms. Huettig, aye; Ms. Schott, aye; and Ms. Blair, aye. Motion carried.

Ms. Blair made a motion to come out of executive session. It was seconded by Ms. Schott. Motion carried.

FOR BOARD DETERMINATION

Ms. Schott made a motion to approve the Division's recommendation and authorize closure in case number I-ACU-2020-3. It was seconded by Ms. Blair. Motion carried.

FUTURE MEETING DATES

The Board set the following future meeting dates:

March 18, 2022 at 1:00 PM MDT

May 6, 2022 at 1:00 PM MDT

August 5, 2022 at 1:00 PM MDT

November 4, 2022 at 1:00 PM MDT

ADJOURNMENT

Ms. Huettig adjourned the meeting at 3:17 PM MST.

Gretchen A Huettig, Chair